

**METROPOLITAN BOROUGH OF KNOWSLEY
EDUCATION IMPROVEMENT TEAM**

**DETERMINED ADMISSION POLICIES AND ARRANGEMENTS
FOR COMMUNITY PRIMARY SCHOOLS
AND PRIMARY AND SECONDARY PARTICIPATING ACADEMIES**

Please note: these arrangements are subject to any requirements of the co-ordinated primary and secondary admission schemes and any revision of the national School Admissions Code.

The Authority consulted in respect of all Community Primary Schools in the borough:

Eastcroft Park
Evelyn
Knowsley Village
Malvern
Millbrook
Mosscroft*
Northwood
Park Brow
Plantation
Prescot
Ravenscroft
Roby Park
Stockbridge Village
Westvale

**Mosscroft Community Primary school was in the process of converting to academy status during the consultation process – the expectation is that the Academy Trust will continue to adopt the local admission policy.*

The Authority consulted on behalf of the following primary and secondary academies who have taken the decision to adopt the local admission policy:

Primary Academies

Blacklow Brow Academy
Halsnead Academy
Knowsley Lane Academy Park
View Academy
Sylvester Academy, Whiston
Willis Academy
Yew Tree Academy

Secondary Academies

Halewood Academy
Kirkby High School (Academy)
Lord Derby Academy
The Prescot School (Academy)

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1. COMMUNITY PRIMARY SCHOOLS AND PARTICIPATING PRIMARY ACADEMIES

Admission to Reception Class 2020/21

- 1.1 The Secretary of State for Education and Skills has defined compulsory school age under the provisions of the Education Act 1996 as follows:

Child's 5th birthday	Term of admission
1 April - 31 August	following Autumn
1 September – 31 December	following Spring
1 January – 31 March	following Summer

In Knowsley, the policy is to offer reception places to children at the beginning of the school year in which they have their 5th birthday. This means children who have their 5th birthday on or between 1 September 2020 and 31 August 2021 can take up a full-time reception class place from the beginning of the Autumn term in September 2020.

- 1.2 Where parents/carers wish their child to start school later in the year (delayed entry), this is normally possible, where the child is not of compulsory school age. Parents/carers should discuss this option with the Headteacher of the school allocated, as such arrangements are determined at school level and should be in the educational interest of the child. In instances where this is agreed, any place allocated through the normal admissions process is reserved and it is not available for another child. The place, however, will not be kept until the following school year. If the place is not taken up by the end of the school year for which it was allocated, it is withdrawn. The parent/carer would have to apply again the following year and this would normally be for a Year 1 place. Parents of summer born children are able to submit a request for full year deferment, supported by evidence, and, if agreed as appropriate by the admission authority, the child would start reception class one year later with a cohort of children who may be one year younger. Evidence is considered by each requested school and the parent is given a response, in line with the requirements of the School Admissions Code.
- 1.3 Attendance at a community primary school or participating primary academy nursery does **not** prioritise that child for a place in the reception class of the school. Applications must be made in the normal way and the admission arrangements will be applied as stated.

2. CLASS SIZES OF RECEPTION & KEY STAGE ONE PUPILS

The School Standards and Framework Act 1998 requires all primary schools to organise infant classes of no more than 30 pupils where there is one qualified teacher. The Authority sets its admission numbers for community primary schools to ensure this requirement can be satisfied.

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3. SECONDARY PARTICIPATING ACADEMIES

Admission to year 7 in school year 2020/21

Children normally transfer from the primary to secondary sector in the September following their eleventh birthday. Parents/carers can request the admission authority to agree to admission out of the normal age group.

4. ADMISSION LIMITS

Each primary school/academy and secondary academy has a Published Admission Number (PAN). The PAN is the number of places available for the relevant year of admission. The Admission Authority will not normally offer places in excess of this number once it has been determined, unless there are exceptional circumstances and/or subject to provisions of the School Admissions Code.

5. SPECIAL EDUCATIONAL NEEDS AND DISABILITY

5.1 Where a pupil has an Education Health and Care Plan that names a particular school as provision, the child must normally be admitted. Where such pupils are known about at the time of the annual allocation procedures for community schools and participating academies, they will be placed within the admission number, with priority over all others.

5.2 Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.

6. OVER-SUBSCRIPTION CRITERIA

Where the number of applications for a community school or participating academy is greater than the number of places available, the admission authority must apply its published determined admission policy to decide which applicants have priority for the places available.

6.1 COMMUNITY PRIMARY SCHOOLS AND PARTICIPATING PRIMARY ACADEMIES

The Authority will apply any requirements of the agreed Knowsley primary co-ordinated admission scheme¹. Where more applications are received than places available, the oversubscription criteria below will be used to determine the allocation of places. As this is an equal preference scheme, all preferences will be considered against the following criteria:

¹ The Knowsley co-ordinated primary admission scheme is published as a separate document

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- 1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 1)**
- 2. Children for whom the Local Authority accepts there are exceptionally strong medical or welfare reasons for admission. (See note 2)**
- 3. Children with a sibling already attending the preferred school and who will still be attending at the time of admission. (See note 3)**
- 4. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note 4)**

NOTES

1. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide evidence of this to the local authority at the point of application.
2. Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and explain why the pupil should be admitted. Evidence must be submitted at the point of application. Parents/carers should note the exceptional nature of cases accepted.
3. The sibling must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Sibling" includes half/step brothers and sisters as well as foster/adopted and children who are considered as being part of the same family unit on the basis of a care/residency arrangement. In all cases, the "sibling" must be considered as being resident at the same address on a full-time basis (the Authority reserves the right to request evidence to confirm residency).
This criterion does not include siblings attending the nursery class in the school.
4. Proof of address may be required. A childminder's, other relative's address etc will not be accepted. Where a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the Authority reserves the right to request other proofs as fit the individual circumstances. The Authority carries out straight-line measurements ("as the crow flies") based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Tie-break

If there are more applicants than places available within criterion 1, 2, or 3, criterion 4 will be used as a "tie-break".

Where more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

In rare cases where the geographic tie-break does not assist, e.g. due to twins or multiple births in the same residence. In infant classes, where to admit another pupil would have implications for the class size limit of 30 at any point during the infant years, random selection will normally be used to determine the allocation of places.

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However, before a final decision is taken, all such cases will be considered under the provisions of the 2014 School Admissions Code. In other infant and in junior classes, an additional place will normally be offered.

Please Note: In accordance with the Knowsley co-ordinated admissions scheme for primary schools, proof of date of birth and home address may be requested following the initial allocation of places. If false information has been stated on the application form this may lead to the withdrawal of a school place. Parents/carers are reminded that they have a duty to inform the Education Improvement Team (Admissions) of any change in circumstance during the allocation process that may affect their application, for example, a change of address.

6.2 PARTICIPATING SECONDARY ACADEMIES

The Authority will apply any requirements of the agreed Knowsley secondary co-ordinated admission scheme². Where more applications are received than places available, the oversubscription criteria below will be used to determine the allocation of places. As this is an equal preference scheme, all preferences will be considered against the following criteria:

- 1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.** (See note 1)
- 2. Children for whom the Local Authority accepts there are exceptionally strong medical or welfare reasons for admission.** (See note 2)
- 3. Children with a sibling already attending the preferred school and who will still be attending at the time of admission.** (See note 3)
- 4. Children attending named area partnership primary schools.** (see note 4)
- 5. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority.** (See note 5)

NOTES

1. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide evidence of this to the local authority at the point of application.
2. Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and explain why the pupil should be admitted. Evidence must be submitted at the point of application. Parents/carers should note the exceptional nature of cases accepted.

² The Knowsley co-ordinated secondary admission scheme is published as a separate document

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3. The sibling must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Sibling" includes half/step brothers and sisters as well as foster/adopted and children who are considered as being part of the same family unit on the basis of a care/residency arrangement. In all cases, the "sibling" must be considered as being resident at the same address on a full-time basis (the Authority reserves the right to request evidence to confirm residency).
4. The partnership schools are detailed below. This criterion is only used during the annual allocation of year 7 places and will only be considered for applications received as part of the annual co-ordinated application process from the date at which the application process opens to 31 August in the year of admission. This criterion is not relevant to in-year transfer applications.
5. Proof of address may be required. A childminder's, other relative's address etc will not be accepted. Where a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the Authority reserves the right to request other proofs as fit the individual circumstances. The Authority carries out straight-line measurements ("as the crow flies") based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Tie-break

If there are more applicants than places within criterion 1, 2, 3 or 4, criterion 5 will be used as a "tie-breaker".

Where more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

Where the geographical tie-break does not assist, e.g. due to twins or multiple births in the same residence, an additional place will be offered.

Please Note: In accordance with the Knowsley co-ordinated admissions scheme for secondary schools, proof of date of birth and home address may be requested following the initial allocation of places. If false information has been stated on the application form this may lead to the withdrawal of a school place. Parents/carers are reminded that they have a duty to inform the Education Improvement Team (Admissions) of any change in circumstance during the allocation process that may affect their application, for example, a change of address.

Partnership Primary Schools are linked to Secondary Academies as follows:-

Northern Area partnership schools	Central Area partnership schools	Southern Area partnership schools
Kirkby High School (Academy)	Lord Derby Academy	The Prescott School (Academy)
Eastcroft Park Kirkby CE Millbrook Northwood Park Brow Ravenscroft Westvale	Blacklow Brow (Academy) Hope Primary Huyton with Roby CE (Academy) Knowsley Lane (Academy) Malvern Mosscroft* Park View (Academy) Roby Park St Gabriel's CE Stockbridge Village	Evelyn Halsnead (Academy) Knowsley Village Prescot St Leo's & Southmead St Mary & St Paul CE Whiston Willis (Academy)
		Halewood Academy

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	Sylvester (Academy)	Cronton CE (Academy) Halewood CE (Academy) Holy Family Halewood Plantation Yew Tree (Academy)
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**Mosscroft Community Primary school is in the process of converting to academy status*

NOTES

1. If any of the above schools/academies do not exist in their current form by September 2020, new schools formed by amalgamation or closure would remain in the same group.
2. Halewood Holy Family and St Leo's and Southmead are both "Catholic Primary Schools serving the Community" which have specific places designated for pupils other than those who are baptised Catholic.
3. Any statements with regard to Academies are subject to any decision by that academy once fully constituted.

7. LATE APPLICANTS

All parents/carers are requested to submit their application forms by the relevant national closing dates. The co-ordinated admission schemes define how late applications are treated.

8. WAITING LISTS

Where there are more applicants than places for a particular school/academy for the reception or Year 7 annual intake, the Admission Authority will keep a waiting list, as defined in the co-ordinated scheme. The waiting list is a 'live' document therefore a pupil's place on the waiting list may move, up or down, dependent on the movement of other applicants. The annual waiting list will remain open until the last day of the Autumn term following September entry. Parents/carers who wish to continue to pursue their application after the formal closure of the annual waiting lists will usually be required to re-apply in accordance with in-year transfer procedures.

9. APPEALS

The Authority will endeavour, within the limits of its admission policy and admissions legislation, to follow parents/carers stated preferences. Where a school/academy cannot be offered due to oversubscription, parents/carers will be told of their right of appeal to an independent appeal panel. Parents/carers can appeal for any school/academy where they have been formally refused a place.

Independent appeal panels for community primary schools are administered by the Committee Services Team of Knowsley Council in accordance with legislation and the School Admission Appeals Code 2014.

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Participating Primary and Secondary Academies may also employ the services of Knowsley Committee Services Team to administer their independent appeals, or this may be administered by the arrangements of the Academy Trust.

10. RE-APPLICATIONS

Parents/carers who re-apply to the same school/academy within the same school year are not entitled to a second appeal unless the Executive Director (Children) accepts there have been significant and relevant changes of circumstance relating to the new application. If this is agreed and the Authority is still unable to offer a place, a new right of appeal will then be appropriate.

11. IN-YEAR TRANSFERS BETWEEN LOCAL SCHOOLS

Details of the local processes and procedures agreed for Knowsley primary and secondary schools/centres for learning/academies and the Knowsley Fair Access Protocol are published separately.

Please note: Pupils without a school place normally have priority over those seeking a transfer.

12. CO-ORDINATED ADMISSION ARRANGEMENTS & TIMETABLES

Admission arrangements and timetables for Knowsley community schools and participating academies will be as stated in the Knowsley co-ordinated admission schemes for 2020/21.

The primary co-ordinated admission scheme includes a national closing date for applications of 15 January 2020. The national allocation date is 16 April 2020.

The secondary co-ordinated admissions scheme includes a national closing date for applications of 31 October 2019. The national allocation date is 2 March 2020.

Full details of the schemes are available in separate documents.